

PERIYAR MANIAMMAI UNIVERSITY

(Under Sec. 3 of UGC Act.1956)

Periyar Nagar, Vallam Thanjavur – 613 403.

OFFICE OF THE IQAC

Minutes No. PMU/ IQAC/ 089 /2017, Dated:05.04.2017

Minutes of the 86th Internal Quality Assurance Cell Meeting

Date : 05.04.2017

Venue : Russell Hall

Time : 10.30 P.M

Place : PMU, Vallam Thanjavur

The 86th meeting of Internal Quality Assurance Cell was held on **05.04.2017** at 10.30 A.M in the Russell Hall of the Periyar Maniammai University, Vallam, Thanjavur.

The following Internal Quality Assurance Cell Members were present:

1.	Col. Prof. N. Ramachandran	Vice - Chancellor	Chairperson
2.	Dr. S. Devadoss	Registrar i/c	Member
3.	Dr. P.K. Srividhya	Dean Academic	Member
4.	Dr. K. Lakshmi	Dean SCSE	Member
5.	Dr. T. Tamizharsan	Dean Research	Member
6.	Dr.A.George	Dean SHSM	Member
7.	Ar. C.V. Subramanian	Dir CSAS	Member
8.	Dr. S. Senthamilkumar	Professor /Civil	Member
9.	Dr. R. Jayanthi	Dean SET	Member
10.	Mr. V. Anburaj	Management Rep	Member
11.	Er.S.Sampath Director,M/S Velmurugan Industries, Sengipatti, Thanjavur	Industrialist	Member
12.	Er. N.T. Balasundaram Honorary Secretary / IE(I), Local Chapter Thanjavur	Local Society	Member
13.	Dr. KVR Rajandran , Asso. Professor / Management Studies	MR/UQMS/UQRM/ Coordinator	Member
14.	Dr. P. Jayasudha	Dean SAP(i/c)	IQAC /Coordinator

Members absent with Reason:

1.	Mr. T.Arumugam Senior Manager-HR / Kone Elevators-Chennai	Employer	Member
2	Mr. B.Saravanaprasad Associate Vice President - Talent Acquisition Quadrant 4(IT Based)-Chennai	Employer	Member
3	Mr. T. Apollo Senior Architect Intel Corporation Software Bengaluru	Alumni (Batch :1995)	Member
4.	Mr.K.Ananda Kumar Engineering Systems Private Limited Business Developer Parent of 2 nd Year Civil Eng	Stakeholder	Member
5.	Mr. N.Parthiban Chairperson of Student Council, PMU	Student Representative	Member

At the start of the meeting, all the members observed one minute silence to condole the sad demise of Dr. VKN. Kannappan, the Pro- Chancellor of our University.

The meeting was initiated with formal welcome address by the IQAC coordinator. The induction of new member, Mr.K.Ananda Kumar, in place of Mr. P. Varadharajan was informed to all the members.

In his opening remarks, Chairperson of IQAC, Hon'ble Vice Chancellor has stated that:

- The NIRF (MHRD) results have been published on 03/04/2017. We have to spot out our weaknesses and strengths and we must work hard to convert our weaknesses into strengths and to sustain our strengths.
- The various points mentioned in the Academic and Administrative Audit (AAA) Report must be addressed and the action taken report shall be prepared.
- The chairperson complimented the team headed by Dr. R. Kathiravan for its achievements in completing the PMU & IAF – Collaboration project POEMS and PITS which has given a greater mileage to the University. He also mentioned that the induction ceremony for the same will be conducted at our university premises.

PART – A GENERAL

Item 86.1: To confirm the minutes of the 85th meeting of the IQAC held on 27.12.2016

The minutes of the 85th meeting of the IQAC circulated among all the members were discussed and confirmed.

Item 86.2: Action Taken Report (ATR) on decisions of the previous meeting

Sl. No	Item	Action Taken Report
a.	Online feedback system	<ul style="list-style-type: none"> • Modified Feedback forms are finalized by the UQMS • The time line for obtaining the feedback are documented. • The forms are sent to the Contineo team • The feedback will be available online by 20.04.2017 in Intranet and 05.05.2017 in internet.
b.	Workshop on Micro level teaching	The six day Faculty Development Programme on Teaching and Learning was held from 2nd Jan 2017 – 7th Jan 2017 for the faculty members with less than five years experience at PMU.
c.	Consolidated lab requirement for each department	The department-wise requirement of lab facilities were collected, consolidated and presented.

d.	Report on the comparative analysis of the EMS data present with the previous month results	Comparative Analysis was done and the Report was presented.
----	--	---

Part -B: REVIEW OF PROGRESS OF ACTIVITIES – NAAC CRITERION WISE

Item 86.3: Criteria I – Curricular Aspects

It was discussed and suggested that:

- One credit courses must be decided and offered based on the users need. Value Added Courses must act as bridge between the institution and the Industry. The industries may be invited to collaborate efficiently to fill the gap with the updated requirements and current trends.
- The employability or induction training offered by the industries to the fresh graduates may also be worked out as one of the one credit courses for the pre-final and final year students.
- A team of faculty members may be advised to visit the industry when a specific induction program is in progress for the graduates. This will help the faculty to design the one credit Value Added Courses.

Item 86.4: Criteria – II - Teaching Learning and Evaluation

The Chair person suggested to identify the learning needs of the advanced learners. The identified needs must be assessed properly and courses shall be offered based on the needs.

Feedback from the students as the effect of Micro Level Teaching to be obtained and the comparative analysis must be presented.

The convener has presented the steps taken to recruit fresher having qualification of M. Arch./M.E./M. Tech. /Ph. D, by conducting campus walk-in interview at NITs, IITs and other leading institutions in other states in order to fill up the vacancies. It was suggested to provide the details quantitatively in terms of number of vacancy position as on date, cadre details, etc.,

Item 86.5: Criteria – III - Research, Consultancy and Extension

The convener presented the details on the Project proposals, Publications, H-index and citation. It was discussed and suggested that:

- The efforts of the faculty members and students shall be uniformly distributed for all the possible thrust areas of research.
- The fixing of bench mark / targets must have some rationale. NIRF parameters may be included as one of the criteria for the same.

- Every task related to research activities must be entrusted to individual responsible persons and must be assessed periodically and they should be made accountable for the same. Improvements must be measured.

Item 86.6: Criteria – IV - Infrastructure and Learning Resources

The convener has presented the budget for campus maintenance work. It was suggested that:

- The maintenance work must be compared with the previous quarter. The spent and the unspent details must be given objectively.
- Students shall be involved in all the maintenance work of the campus with respect to infrastructure and learning resources thereby creating an opportunity for them to learn practically.
- For all the maintenance work, 5S principles must be enforced.

It was also suggested that the Annual Maintenance Schedule including all the areas and budgeting must be worked out and presented.

Item 86.7: Criterion – V - Student Support and Progression

It was informed to the convenor that:

- Students achievements based on the level must be given in the main agenda itself –to be highlighted.
- The students cleared competitive examinations must be given in specific numbers and also in % . similarly, the number of candidates cleared GATE, SLET and NET shall also be mentioned.
- Students clubs must be activated and made involved in all the activities of the university.

Item 86.8: Criterion – VI -Governance, Leadership and Management

The audit findings by the NAAC Sub committeewere discussed and it was decided to submit the compliance report for the same to the Esteemed Chancellor on or before 15th April.

The relevant data with reference to the NAAC Criteria shall be collected from responsible departments and be presented in specific.

All the details and data related to Governance and Leadership for the past six months (Jan to June 2017) to be presented in the next IQAC meeting.

Item 86.9: Criterion – VII - Innovation and Best Practices

- It was suggested by the members to list out the Best practices of the departments and may be rated after consolidation.
- The Best Practices may also include:
 - Sending Every day attendance of the students to parents
 - Screening the short films regarding Ragging etc as per UGC instructions.
- EMS - Measures and Strategies to improve the performance to be suggested and the Energy Audit report to be presented.

Part - C

Item 86.10: Any other points:

- It was informed by the chairperson that every faculty has accepted to publish 2 papers /year and submit one proposal.
- Attendance report on daily basis is highly appreciable. Lack of attendance category can be counseled (NTB)
- It was also opined by the members that the Aim and Objectives of the University must be made known to the students at the time of their joining itself. It will help them to understand the philosophy behind establishing the University to make them socially responsible individuals.
- Innovativeness must be given the priority at all levels. It must be started from the students level at early stage itself.
- The next meeting of the IQAC is tentatively fixed on 09.06.2017.

Dr. P. Jayasudha
Coordinator / IQAC